

**Charter Transition Team
May 22, 2007**

Attendance

Members: Gary Bischoff, Chair; Marianne Collins, Wayne Harris, Phil Terpening

Excused – Gerry Benjamin, Lou Klein, Robert Parete

Staff: County Attorney's Office - Bea Havranek, Eric Stock

County Administrator's Office – Arthur Smith

Legislative Office - Kathy Mihm, Meg Dellay

Public: Lee Cane – LWV

Gary Bischoff called the meeting to order at 4:37pm.

Highlights

- 1. Local Government Aid**
- 2. Resolution \$22,500**
- 3. Paralegal Effort**
- 4. Organizational Chart **List on page 3****
- 5. Other Business**

1. Local Government Aid: Gary followed up on Kevin Cahill's suggestion to contact Kyle Wilber, Department of State Division of Local Government, regarding statute to provide \$25,000 for charter support services. Playing phone tag – Gary will pursue further.

2. Resolution \$22,500 – More efficient to use existing paralegal from County Attorney's Office and increase weekly hours from 35 to 40. A review of preliminary budget from last meeting:

- \$10,000 Para-legal fees
- \$ 7,500 Codification (a review of Administrative Code)
- \$ 3,000 Research
- \$ 1,500 Travel and expenses (meals, mileage, tolls) for speakers' travel to UC
- \$22,000 TOTAL

Wayne – Motion, Phil – 2nd, **Passed Unanimously.**

3. Paralegal Effort – Bea reported on “subgroup” of Charter Transition Team that meets weekly on Mondays and includes herself, Kathy Mihm, Art Smith, Meg Dellay, and Eric Stock. Bea is very pleased with Eric's availability and contribution. Bea is overseeing the codification of local laws and believes the best approach is to review the Charter, comparing it with Local Laws to determine differences. All members agree the end result will be a most useful handbook.

4. Organization Chart – Gary unfolded (literally, spreading two large posters across the front drawing board) a first draft of an Organizational Chart to begin the conversation about how a flow chart might look with the charter form of government. Gary formulated his first draft flow chart based on 1) what he found in the charter and 2) the responses from department heads regarding impact of charter on their respective departments.

Gary noted several items about this first attempt:

- Very flat organizationally
- Change of titles (e.g., Treasurer becomes Commissioner of Finance)
- Transfer of personnel (e.g., some in Treasure's Office move to Comptroller's)
- Too many report to County Executive; need to structure several Deputy positions
- Goal is to keep similar number of personnel

Observations/Comments:

- Good First Start!
- View as mini cabinets ****see Attached for current layout****
- Or categories, depending on departments
- Linking departments- e.g., property & planning could go together
- Too many stand-alone departments
- How many people inside each department? ****Meg will research****

5. Other Business:

Gary reported (per Gerry Benjamin's suggestion) that Steve Acquario, Executive Director of NYS Association of Counties, responded to our inquiry. Although he is unable to attend, Gary is very pleased that Steve will be in Kingston on May 31st to meet with Bea, Art and Kathy.

Gary received two more responses from Charter Impact Memo – Social Services and Stop DWI . ****see Attached copies****

Maryann Collins requested information about Erie County Charter in 1967. **Bea will have copy for next meeting.**

Meeting Adjourned 5:30pm.

Next Meeting: Tuesday, June 26, 2007 4:30pm, Legislative Library

List of Departments
Reporting Directly to Executive (per Charter)

Board of Elections
Community Corrections
Consumer Fraud
County Clerk – Elected
District Attorney
Emergency Commission
Environmental Department
Fire Coordinator
Human Relations
Information Services
Insurance
Jurors
Office of Employment Training
Office of the Aging
Probation
Public Defender
Real Property
Residential Health Care
Safety
Sheriff – Elected
Social Services
Tourism
Traffic Safety
Transportation
Veterans Service Agency
Youth Bureau